

Curriculum Outline

Advancing Your Accessibility to the E-World

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I. MICROSOFT WORD

1. Getting Started with Word
2. Editing a Document
3. Using Templates and Wizards
4. Formatting Text
5. Changing the Layout of a Document
6. Using Editing and Proofing Tools
7. Working with Graphics
8. Working with Columns
9. Working with Tables
10. Word and the Web

II. MICROSOFT POWERPOINT

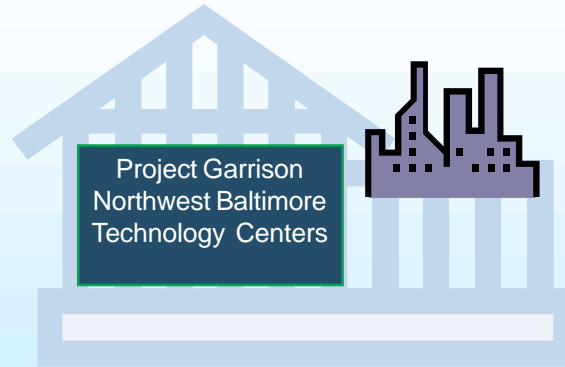
1. Working with a Presentation
2. Printing a Presentation
3. Adding and Modifying Slide Text
4. Applying and Modifying Design Templates
5. Inserting Information into PowerPoint
6. Producing a Slide Show
7. Creating a Multimedia Presentation
8. Creating a Web Presentation
9. Reviewing and Sharing a Presentation

III. MICROSOFT EXCEL

1. Learning Worksheet Fundamentals
2. Editing and Formatting Worksheets
3. Formatting Cells
4. Changing Print Options
5. Working with Rows, Columns, Worksheets, and Workbooks
6. Working with Charts
7. Performing Basic Calculations
8. Using Basic Financial and Logical Functions
9. Using Spreadsheets with the Internet

IV. MICROSOFT ACCESS

1. Understanding Databases
2. Creating Tables
3. Working with Tables
4. Creating and Using Queries
5. Designing a Form
6. Designing a Report



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Technology Centers

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**Are You Ready?
Contact
Project Garrison's
NW Baltimore
Technology Centers
And Begin Your
Computer Skills
Tune-up!**

(Revised June 13, 2006)

Northwest
Baltimore
Technology
Initiative

A Strategy of Project Garrison, Inc.



OFFERS

**Microsoft Office
Specialists
Training**



THE PARTNERSHIP

Project Garrison, Inc. (PG), through its Northwest Baltimore Technology Initiative, and a partnership with Microsoft Unlimited Potential provide computer skills training for motivated residents and worshippers of communities served in northwest Baltimore.

Microsoft Office Specialists pre-certification training modules are designed to help increase individual's productivity and prepare you for success when taking the corresponding Microsoft Certification exams: (Word, Excel, PowerPoint, and/or Access).

Through this partnership, Project Garrison's Technology Initiative also offers the Microsoft Unlimited Potential which is a global program focused on improving lifelong learning of young people and adults by providing technology skills through community-based technology learning centers.

Instructor-led training is offered in state-of-art Northwest Baltimore Technology Centers operated by Project Garrison, Inc. At the completion of each training application, participants are equipped to take and pass certification specialist exams described herein, offered by Microsoft.



Prerequisites

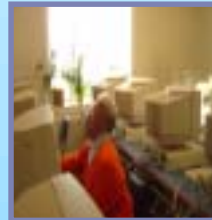
Microsoft Specialist training consists of the following:

- Microsoft Word (18-21 hours class instruction)
- Excel (18-21 hours class instruction)
- Access (18-21 hours class instruction)
- PowerPoint (18-21 hours class instruction)
- Outlook (18-21 hours class instruction)

Each module requires a commitment of up to 21 hours of classroom instruction, plus a minimum of 20 hours of practice. The NW Baltimore Technology Centers are available for practice during Community Usage hours when a Lab Monitor is present.

Schedule and Fees

Microsoft Specialists Pre-Certification Classes are scheduled according to demand and availability of participants and instructors.



Fees:

Individual: \$75 per person, per application.

Business/Organization: Group of **2 -4 persons, \$175 per person**, per application.*

Group of **5 - 9 persons, \$150 per person**, per application.

Group of **10 - 15 persons, \$100 per person**, per application.

* Group with less than 5 people may be subject to a start date that coincides with availability of other participants in order to reach a minimum class size of 5 people per application.

Microsoft Office Specialist PRE-CERTIFICATION TRAINING

- Provides computer program literacy, measures proficiency, and helps to identify opportunities for skills enhancement.
- Begins a process that sets participants apart for competition in today's job market.
- Serves as a tool to help bring employment opportunities,



increased earning power and career advancement.

- Increases competence and productivity of Microsoft Office programs.

- Increases credibility with employers, co-workers, and clients.
- Once certified, allows you to apply for college credits through participating ACE member institutions.
- And you become the proud owner of a certificate recognized worldwide.

Fee Policy Statement:

Project Garrison Northwest Baltimore Technology Center Microsoft Office Suite training fees are nonrefundable.

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